

The Clerk's Office is pleased to announce new training classes for attorneys and their staff. Each month, a class will be scheduled for first time e-filers or, one for current e-filers (Novice) who need to enhance their skills. Each class should not exceed an hour to ninety minutes in length but the information provided will be extremely useful. Experienced clerk's staff including team leaders and case administrators will lead demonstrations and review procedures and be on hand for specific questions. We will follow a flexible agenda for the first time e-filers that will include but is not limited to the following topics:

- Update ECF account
- Open a Case
- Open an Adversary
- File a Claim
- File a Motion
- File an Answer
- Upload a Proposed Order

The Novice Class will follow an "open forum" approach where the class drives the questions. In the past, these types of classes have brought very good questions to light, such as "What do I need to relate my answer to?".

As everyone is aware, bankruptcy law is constantly changing along with the various local rules and procedures needed to keep pace with these changes. Recognizing this aspect of our system, we want to make the e-filing of documents in it smoother and easier for everyone. Please consider taking part in this opportunity, as it may not always be available. We look forward to working directly with you once again.

If you are interested in attending any of the training dates please email the CM/ECF Help Desk email account at: pambecf_helpdesk@pamb.uscourts.gov.

The initial training dates are:

Wilkes-Barre

- Tuesday, March 13, 2012 at 9:30 a.m. (Novice Filers)
- Tuesday, April 10, 2012 at 9:30 a.m. (Beginner Filers)
- Tuesday, May 8, 2012 at 9:30 a.m. (Novice Filers)
- Tuesday, June 12, 2012 at 9:30 a.m. (Beginner Filers)

Harrisburg

- Thursday, May 17, 2012 at 10 a.m. (Debtor training)
- Thursday, May 17, 2012 at 2 p.m. (Creditor training)

Additional training dates will be added as needed.